Jasen Simon

December 14, 2013

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Russia. I chose to study Russia in my training course because Russia is a very important to me. I also chose to study Russia because they are the world leader in oil, gas and most of all many minerals.

Over the course of the next 7 ½ weeks, I expect to learn about Russian culture, food, business etiquette and some important phrases in Russian. Having this knowledge will help me more easily adjust to Russian culture and develop mutually beneficial relationships with Russian businessmen and women more quickly. I have no doubt that by the end of this course I will be a major asset to your Italian branch office.

Lastly, I think I would be a great addition to this team because I am highly motivated and am a team player. My grades in school reflect that I am a self-starter and that I can achieve. I also enjoy working in teams. Working in teams gives me a special feeling about getting things done with all of my friends. These two traits, motivation and the ability to work on a team, would be indispensible for your work in Italy.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Jasen Simon

4112 Simon dr.

Allison Park, PA 15101